Westminster Streetscape Pre-Bid Conference
Meeting Minutes | Thursday, August 28th 2025 at 2:00PM

- Daniel Merritt initiated the meeting with a brief description of project scope and key milestones, establishing himself as the SW+ point of contact for pre-bid question submittals via email. Questions will be compiled and reissued at a date certain for the bidding period.

    - Bid Date & Time: Monday, September 22nd @ 2 PM
    - Mailed or In-Person | Marked Package Required
    - Contractor access to site during bid period (OPEN)
    - Project Start Date: 180 – 210 days from NTP
    - Acceptable weather delays are listed in the bid documents.
    - Liquidated Damages: $500 Per Day Over
    - No Calendar Constraints | Working Hours (Flexible): 7 AM – 6 PM

- Daniel Merritt (SW+) introduced Kevin Bronson (City Administrator), Reagan Osbon (Assistant City Administrator), & Scott Parris (Utilities Director) from the City of Westminster. Arlene Young with ACOG was also introduced. Reagan established himself as the City point of contact for bid related inquiries.

    - Anticipated that Phases I & II will be performed concurrently, but invoiced seperately due to differing funding sources (CDBG vs. ARC). Post Meeting Correction: The projects do not need to be invoiced separately. The Schedule of Values associated with the Contractor's Pay Application must have the line items exactly as detailed on the bid form.
    - Scott discussed unknowns concerning water line beneath E. Main Street. City of Westminster to perform work during streetscape construction. Contractor to coordinate with City once pavement is opened. Timeline may be adjusted should this be necessary.

- General Notes / Questions:

    - 50% of employees & sub-contractors must be interviewed as a requirement of grants / funding sources associated with this project.
    - SW+ / City of Westminster to address questions about railroad insurance & Norfolk Southern representation on-site during construction.
    - Working hours are flexible / negotiable. Work may be performed at night.
    - Access to businesses & gazebo / depot will need to be maintained.
    - All street furnishings will be removed by the City prior to construction.
    - SCDOT (E North Ave / E Windsor St) & NFS permits have been secured.
    - Building insurance language found in the bid documents is grant required, no vertical structures will be erected during this scope of work.

- Geotechnical testing has not been performed for this project.
- City will be responsible for coordinating and installing street lighting.
- The awarded firm will be required to purchase a City of Westminster business license. Bidders can get cost estimates from Business License Clerk Stephanie Holbrooks at (864)647-3217 or sholbrooks@westminstersc.org.

Meeting Adjourned at 2:33pm